

THE TULALIP TRIBES
TGO/QCC/BINGO
Job Description

JOB TITLE: Soft Count Team Member

POSITION NUMBER: ON GOING

NOTE: Sections in box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

EDUCATION:

- ☐ High School diploma or GED equivalent preferred.

*If applicant does not meet this requirement, employer will allow 6 months from date of hire to meet job requirement, as a condition of employment.

SKILLS:

- ☐ Ability to operate ten-key. (**Test required**)
☐ Must have good math skills. (**Test required, passing with 80%**)
☐ Must have good communication skills.

EXPERIENCE:

- ☐ Minimum of six (6) months cash handling experience.
☐ Minimum of six (6) months customer service experience.
☐ Currency machine handling experience preferred.

OTHER REQUIREMENTS:

- ☐ General knowledge of personal computer.
☐ Will be responsible for the deliverance of the highest level of customer service to guests, VIP's, and co-workers.
☐ Must attend mandatory guest service training.
☐ Must be flexible to work both Casino sites, the "New" Tulalip Casino and the Quil Ceda Creek Casino.
☐ Must successfully complete and pass a National Indian Gaming Commission background investigation.
☐ Must be able to obtain a Class A certification, and be licensed, with the Washington State Gambling Commission and the Tulalip Tribal Gaming Agency.
☐ Must be available to work any shift assigned to include days, swing, grave, weekends, and/or holidays
☐ Must have a successful employment history with Tulalip Tribes and/or other employers.

Physical Characteristics and/or Prerequisites:

- ☐ Stamina to stand for extended length of time.
☐ Tolerance to work in a smoke filled environment.
☐ Tolerance to work in relatively small work area.
☐ Strength to lift up to 30 lbs. on a frequent basis.
☐ Manual and finger dexterity to operate Ten- key.
☐ Manual and finger dexterity to handle money and gaming chips.
☐ Manual and finger dexterity to perform routine paperwork.

Tribal Department: Finance

Employee Classification: Non-exempt

Job Summary: Performs Soft Count duties according to department policy and procedures. Accurately and quickly handles a variety of money.

Employee Reports To: Soft Count Supervisor or designee

Extent of Job Authority: Under the supervision of the Soft Count Supervisor, performs Casino Soft Count duties in accordance with policies and procedures. Responsible for assigned duties.

Specific Duties Performed:

1. Matches copies of fill and credit slips received from cage and other departments.

2. Count, verify, and record daily currency generated from Casino.
3. Enter all information related to the count process into computer.
4. Locate discrepancies when needed.
5. Performs other functions as requested by supervisor.

Terms of Employment: This is a Regular Full-time position requiring 40 hours per week or 2080 hours per year.

Pay Rate: \$12.72 per hour

Opening Date: ON GOING

Closing Date:

Please return your completed application to the Tulalip Casino Receptionist by the closing date and time.

*** Required documents must be submitted prior to interviewing.**